



STATE OF SOUTH CAROLINA
State Auditor's Office

1401 Main Street, Suite 1200
Columbia, SC 29201

<http://osa.sc.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
Audit Intern**

An Equal Opportunity Employer

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START DATE: 06/2/16

JOB TITLE: Audit Intern

CLASS CODE: AD10

POSITION NUMBER: TBD

SLOT NUMBER:

STATE SALARY RANGE:
\$15.00 per hour

AGENCY HIRING RANGE - MIN: \$15/hour
AGENCY HIRING RANGE - MAX: \$15/hour

LOCATION: Richland County, South Carolina

JOB TYPE: Temporary Internship

NORMAL WORK SCHEDULE: Monday - Friday (8:30 - 5:00)

AGENCY SPECIFIC APPLICATION PROCEDURES:

A copy of your college transcript(s) MUST be supplied.

JOB RESPONSIBILITIES:

Under direct supervision, the audit intern assists in audits and engagements of fiscal activities of state agencies and/or institutions to determine the fairness of financial statements, compliance with state and federal laws, and the allowability of reported costs of Medicaid providers. Assists in the performance of professional auditing duties in accordance with standards promulgated by the American Institute of Certified Public Accountants and the US Government Accountability Office. The audit intern will learn to apply accounting and auditing skills while working as part of a team on a variety of engagements.

MINIMUM AND ADDITIONAL REQUIREMENTS:

Must be pursuing a bachelor's degree in business administration, accounting, or finance that includes 24 credit hours of accounting courses, 12 of which must be junior-level courses or above. Only applicants that have completed their junior level of college with good academic performance will be considered. Ability to use 10 key calculator & personal computer to prepare workpapers and summarize results of review and testing of books and records of auditees. General knowledge of principles and practices of accounting and auditing. Ability to communicate, orally and in writing, and to establish and maintain effective working relationships with audit staff and auditees. Must be able and willing to travel overnight up to four nights per week and provide own transportation to the audit site. A valid driver's license, good driving record & reliable transportation. Must reside within commuting distance to Columbia.

ADDITIONAL COMMENTS:

Contact Jay Von Kannel at 803-832-8257 or jvonkannel@osa.sc.gov for further information.

Auditor III Supplemental Questionnaire

* 1. Are you pursuing a bachelor's degree with at least 24 credit hours in accounting?

☐Yes ☐No

* 2. Does your GPA average 3.0 or higher in accounting courses?

☐Yes ☐No

* 3. Does your overall GPA average 3.0 or higher?

☐Yes ☐No

* 4. Have you attached your transcript(s)?

☐Yes ☐No

* Required Question